



EIGE Writing Guide

European Institute for Gender Equality

The European Institute for Gender Equality (EIGE) is an autonomous body of the European Union established to strengthen gender equality across the EU. Equality between women and men is a fundamental value of the EU and EIGE's task is to make this a reality in Europe and beyond. This includes becoming a European knowledge centre on gender equality issues, supporting gender mainstreaming in all EU and Member State policies, and fighting discrimination based on sex.

European Institute for Gender Equality, EIGE
Gedimino pr. 16
LT-01103 Vilnius
LITHUANIA

Email: eige.sec@eige.europa.eu

Tel. +370 52157444



<http://www.eige.europa.eu>



<http://twitter.com/eurogender>



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Luxembourg: Publications Office of the European Union, 2021

Print ISBN 978-92-9482-769-2 doi:10.2839/041789 MH-03-21-146-EN-C

PDF ISBN 978-92-9482-770-8 doi:10.2839/683127 MH-03-21-146-EN-N

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Contents

Section 1. Types of EIGE publications	5
1.1. Research publications	5
1.2. Communication products	7
1.3. Planning and reporting documents	9
Section 2. The fundamentals of style	11
2.1. Tips for achieving a clear writing style	11
2.2. Using short and simple words	12
2.3. Avoiding redundant words	12
2.4. Using gender-sensitive language	13
2.5. Using non-discriminatory language	14
2.6. Language for recommendations	14
2.7. Misused words and expressions	14
2.8. Countable and uncountable nouns	15
Section 3. EIGE terminology	17
3.1. The EU and its Member States	17
3.2. How we talk about statistics	17
3.3. The Gender Equality Index	17
3.4. Gender-based violence	18
3.5. Gender mainstreaming	19
3.6. EIGE's external project – IPA	19
Section 4. Spelling and grammar	21
4.1. British English spelling	21
4.2. Singular and plural verbs	21
Section 5. Punctuation	22
5.1. Full stop	22
5.2. Comma	22
5.3. Semicolon	23
5.4. Colon	23
5.5. Apostrophe	23
5.6. Question mark	23
5.7. Quotation marks	24

5.8. Parentheses (round brackets)	24
5.9. Square brackets	24
5.10. Ellipsis	24
5.11. Dash	24
5.12. Hyphen	25
5.13. Non-breaking spaces	25
Section 6. Numbers and dates	26
6.1. Numbers	26
6.2. Dates	26
6.3. Time	27
6.4. Currencies	27
Section 7. References	28
7.1. In-text references	28
7.2. References	29
7.2.1. EU documents	29
7.2.2. UN and Council of Europe instruments	31
7.2.3. Case-law	32
7.2.4. Citing complete books and publications from organisations	32
7.2.5. Citing commissioned publications	32
7.2.6. Citing part of a book	33
7.2.7. Citing an article in a periodical	33
7.2.8. Citing part of a work (contribution or article) or an unpublished paper or mimeograph	33
7.2.9. Citing an article in a newspaper, press release, conference paper, unpublished work or presentation	33
Section 8. Presentation of data	36
8.1. Figures, tables and graphs	36
Section 9. Shorthand names	38
9.1. Directives and framework decisions	38
9.2. International conventions and declarations	40
9.3. Institutions	41

Section 1. Types of EIGE publications

EIGE publishes its work in a range of formats. These include:

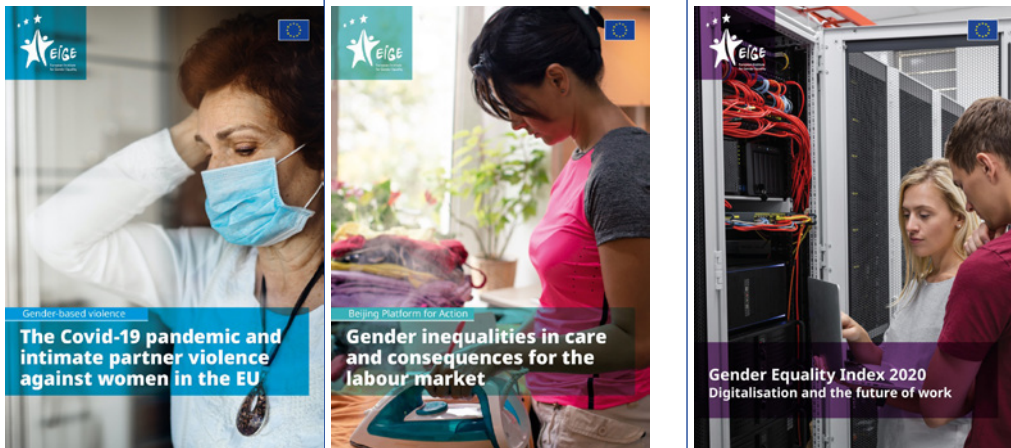
- research publications,
- communication products,
- planning and reporting documents.

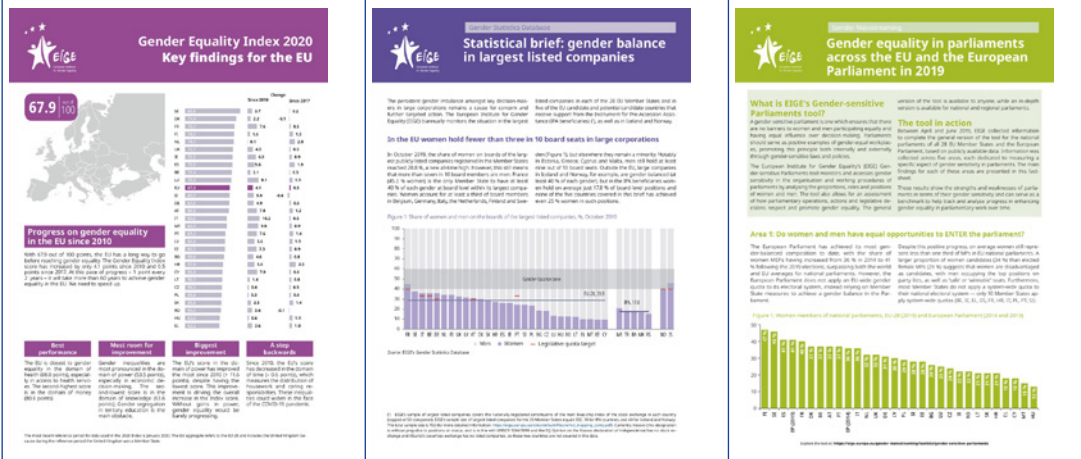
You can find more details about the various formats below.

1.1. Research publications

EIGE's work is primarily presented in research publications. These can be categorised as follows:

1. reports,
2. factsheets / statistical briefs / policy briefs / data talks,
3. guidelines/tools.

Type of publication	Reports
A short description	A publication that presents detailed research findings and/or recommendations or contextual/ methodological information
Characteristics	<p>Size: up to 300 pages, A4/B5</p> <p>Format: online version (PDF, EPUB, HTML), or printed if necessary, for example for a specific event</p> <p>Elements (in order of sequence): cover page, acknowledgements, information about EIGE, foreword, abbreviations (frequently used abbreviations, country codes), contents, list of figures and tables, content, references, annexes</p> <p>Number of visuals: low (cover picture, no photos; a few icons; focus on graphs and tables)</p> <p>Translations: no</p>
Target audience (ref. to Knowledge Management and Communication Unit (KMC) strategy)	<ol style="list-style-type: none"> 1. Gender equality policymakers 2. Policymakers in other areas 3. Experts and knowledge brokers (academia, civil-society organisations and social partners)
Dissemination	<p>EIGE's website and social media</p> <p>Presidency events / stakeholder events / meetings</p> <p>Email/newsletter</p>
Examples	

Type of publication	Factsheets / statistical briefs / policy briefs / data talks		
A short description	A brief outline that captures the main findings of data, studies, country situations or recommendations, supported by visuals		
Characteristics	Size: up to 30 pages, A4 Format: online version (PDF, EPUB, HTML), or printed if necessary Elements (in order of sequence): header, content, footer Number of visuals: high (several photos, icons, graphs) Translations: yes		
Target audience (ref. to KMC strategy)	1. Gender equality policymakers (e.g. MEPs, commissioners, ministers) 2. Policymakers in other areas (e.g. MEPs, commissioners, ministers) 3. Civil-society organisations and social partners 4. Journalists 5. Relevant non-EU countries and international organisations		
Dissemination	EIGE's website and social media Stakeholder events and bilateral meetings Press briefings Email/newsletter		
Examples			

Type of publication	Guidelines/tools		
A short description	A theoretical framework, designed to help institutions apply a methodology or gender equality principles in their work		
Characteristics	Size: up to 200 pages, A4/B5 Format: adapted content for online tool (HTML) and online version (PDF, EPUB), or printed if necessary Elements (in order of sequence): cover page, information about EIGE, abbreviations (frequently used abbreviations, country codes), contents, list of figures and tables, content, references, annexes Number of visuals: moderate/high (cover picture, photos, icons; graphs and tables) Translations: only for the website		
Target audience (ref. to KMC strategy)	1. Gender equality policymakers (EU and national civil servants, MPs, MEPs, etc.) 2. Policymakers in other areas (civil servants) 3. National data providers 4. Experts and knowledge brokers (academia, civil-society organisations and social partners) 5. Relevant non-EU countries and international organisations		

<p>Dissemination</p>	<p>EIGE's website and social media Stakeholder events / meetings Email/newsletter</p>	
<p>Examples</p>		

1.2. Communication products

To draw attention to its work and raise awareness of gender equality, EIGE publishes communications products, such as data talks, brochures/leaflets, newsletters, news alerts and press releases, which target policymakers, civil society, media and the general public.

<p>Type of publication</p>	<p>Brochure/leaflet</p>	
<p>A short description</p>	<p>A short promotional publication, supported by visuals, that aims to provide clear, easy-to-read information</p>	
<p>Characteristics</p>	<p>Size: various sizes Format: online version (PDF, EPUB), or printed if necessary Elements (in order of sequence): introductory page / cover, content, footer Number of visuals: high (photos, illustrations, infographics, icons) Translations: yes</p>	
<p>Target audience (ref. to KMC strategy)</p>	<ol style="list-style-type: none"> 1. Gender equality policymakers (e.g. MEPs, commissioners, ministers) 2. Policymakers in other areas 3. Civil-society organisations 4. Other stakeholders, including general audiences, with media as the main interlocutor 5. Relevant non-EU countries and international organisations 	
<p>Dissemination</p>	<p>EIGE's website and social media Stakeholder events / meetings Email/newsletter</p>	
<p>Examples</p>		

Type of publication	Newsletter		
A short description	A collection of brief updates promoting EIGE's latest work and publications, which is distributed regularly to newsletter subscribers via email and is supported by visuals		
Characteristics	Size: up to 6 pages, A4		
	Format: online version (PDF, MailerLite)		
	Elements (in order of sequence): video, latest news, new publications, good to know, events, EIGE's jobs, picture copyright information, EIGE copyright information		
	Number of visuals: high (a lot of photos, icons; no graphs/tables)		
	Translation: no		
Target audience (ref. to KMC strategy)	1. Newsletter subscribers (policymakers, researchers, general audiences)		
Dissemination	Email via the MailerLite platform EIGE's website and social media		
Examples	EIGE Newsletter No.54 18 December 2020	EIGE Newsletter No.53 17 November 2020	EIGE Thematic Newsletter: work-life balance 29 November 2019

Type of publication	News alerts	
A short description	A short piece of news to inform EIGE's stakeholders about new publications/projects/news	
Characteristics	Size: up to 1 page	
	Format: online version (HTML)	
	Elements (in order of sequence): title, content, picture, copyright information	
	Number of visuals: low (1 photo)	
	Translation: no	
Target audience (ref. to KMC strategy)	1. Gender equality policymakers 2. Policymakers in other areas 3. Civil-society organisations	
Dissemination	EIGE's website and social media Email/newsletter	
Examples	Coronavirus news alert	Gender in the EU policy areas

Type of publication	Press releases	
A short description	A short news story to inform journalists about EIGE's latest findings and ultimately to boost media coverage for EIGE / reach out to general audiences	
Characteristics	Size: up to 1 page	
	Format: online version (HTML, MailerLite)	
	Elements: title, content, picture, copyright information	
	Number of visuals: low (1 photo)	
	Translation: yes, for some press releases (e.g. Index)	
Target audience (ref. to KMC strategy)	1. Journalists and general audiences	



Dissemination	MailerLite EIGE's website and social media Email	
Examples	Index 2019 press release	International Women's Day press release



1.3. Planning and reporting documents

EIGE releases two planning and reporting documents annually: the *Consolidated Annual Activity Report* and the *Single Programming Document*.

These reports respectively:

1. present what has happened in EIGE during a specific year;
2. present EIGE's planned activities for a specific set of years.

Type of publication	Consolidated Annual Activity Report	
A short description	A report to present EIGE's activities in a specific year	
Characteristics	Size: up to 200 pages, A4	
	Format: online version (PDF)	
	Elements (in order of sequence): cover page, information about EIGE, director's foreword, abbreviations (frequently used abbreviations, country codes), contents, list of figures and tables, content, references, annexes	
	Visual level: low (no photos, icons; a lot of graphs and tables)	
	Translation: no	
Target audience (ref. to KMC strategy)	1. EIGE Management Board 2. European Parliament	
Dissemination	EIGE's website Emails Management Board meeting	
Examples		

Type of publication	Single Programming Document	
A short description	A report to present EIGE's work programme for a period of 3 years and a more detailed programme for 1 year	
Characteristics	Size: up to 200 pages, A4	
	Format: online version (PDF)	
	Elements (in order of sequence): cover page, information about EIGE, director's foreword, abbreviations (frequently used abbreviations, country codes), contents, list of figures and tables, content, references, annexes	
	Visual level: low (no photos, icons; a lot of graphs and tables)	
	Translation: no	
Target audience (ref. to KMC strategy)	1. EIGE Management Board	
Dissemination	EIGE's website Emails Management Board meeting	
Examples		

Section 2. The fundamentals of style

EIGE produces publications that aim to influence policy. To achieve this, they need to be easy to read and to understand. Our audience is diverse, and some readers may be unfamiliar with gender equality concepts and EU policy-making detail – think of a freshly minted minister for social affairs or a long-serving police chief. Most are not native English speakers. The clearer the writing, the better the translations into other languages.

Clear writing will allow you to show the reader exactly what you want them to see. As George Orwell said, ‘Good prose should be transparent, like a window pane.’

2.1. Tips for achieving a clear writing style

Below you will find a checklist to guide you. These principles apply to all texts, though there will be some variation in the style of EIGE’s main types of publications (see Section 1).

- **Think about your reader.** Who are they, what information do they need, what will interest them and what are the key ideas you want them to take away from the document?
- **Respect your reader.** Don’t assume prior knowledge of specialist subjects, but don’t insult your reader’s intelligence. Don’t be didactic or hectoring. Convince your reader by presenting clear arguments.
- **Provide the right content.** Include all the information you need to make your case to the reader in the main body of the document. You can add additional information in references and annexes.
- **Structure for clarity.** A sentence should have no more than 20 words. If your sentence is getting too long, you can always divide it into two. Each paragraph should present

one idea, clearly stated at the beginning. Long texts can be split into subsections, with headings that outline the key message of each section.

- **Cut unnecessary words.** Too many words dilute the impact of what you’re trying to say. For example, you could change this sentence:

To ensure the continuity of our excellent cooperation, I would like to meet and discuss with you at your earliest convenience the best ways that EIGE’s competence and resources can support more gender-sensitive decision-making in the European Parliament.

to this:

To continue our excellent cooperation, I would like to discuss how EIGE can support more gender-sensitive decision-making in the European Parliament.

- **Keep it simple.** Simple syntax and words show that you are confident in your writing. Use common, everyday words where possible, and explain technical terms in the main body of the document. Avoid pompous words such as aforesaid, aforementioned and inter alia.
- **Use concrete language.** For example ‘jobs’ instead of ‘employment opportunities’. There will be some differences between the language used in research publications and that used in communication publications. For example, while a research publication would refer to the EU’s ‘external action’, a communication publication could refer to the EU’s ‘foreign policy’ to make the term understandable to a broader audience.
- **Avoid jargon.** EU jargon includes acronyms and legal terms, as well as concepts rarely used outside the Brussels-sphere, such as ‘social Europe’. Business-speak such as ‘added value’ and ‘horizontal’ is also best

avoided. Alternatives could be ‘importance’ and ‘cross-cutting’.

- **Use the active voice** where possible. For example:

*To help Member States measure the incidence of intimate partner violence, **EIGE has developed** 13 indicators to enable the collection of comparable data.*

as opposed to:

*To help Member States measure the incidence of intimate partner violence, 13 indicators **were developed by EIGE** to enable the collection of comparable data.*

- **Try to use the present and future tenses.** This will make your text feel relevant. You can find specific guidance related to the Gender Equality Index in Section 3.2.
- **Don’t overuse pronouns.** Pronouns (she, he, it, these, that, this, who, which, etc.) can make your text more concise. However, overuse can make your text confusing. For example:

*Most organisations don’t have the inclination to challenge the power of those who benefit from the status quo. **This** is less subject to indicators, processes or accountability mechanisms, yet **they** are at the heart of what’s holding back progress.*

- What is less subject to indicators and what is at the heart of holding back progress? It is not clear. Nouns can give clarity and make your text easier to cite. The above text could be rewritten like this:

*Most organisations don’t have the inclination to challenge the power of those who benefit from the status quo. This **approach** is less subject to indicators, processes or accountability mechanisms, yet **the lack of such tools is** at the heart of what’s holding back progress.*

- **Use gender-sensitive and non-discriminatory language.** You can find specific guidance in Sections 2.4. and 2.5.
- **Use brackets sparingly.** Too many clutter up the text and make it difficult to read. The en dash (–) can be less offensive, but remember: everything in moderation. See Section 5.10.
- **Use footnotes primarily for references,** not for explanation or additional points.

2.2. Using short and simple words

Use short and simple words wherever possible. They are easy to understand and will not hide the substance of what you are trying to say. Below are some examples of long and formal words that can be simplified:

Avoid	Use
Advantageous	Helpful
Approximately	About, some
To ascertain	To find out, to learn
To benefit	To help
To commence	To begin, to start
To comply with	To follow
Consequently	So
To demonstrate	To show
To facilitate	To ease, help
In a timely manner	On time, promptly
To initiate	To start
In view of	Because, since
To necessitate	To need
Pertaining to	About/of/on
Prior to	Before
To retain	To keep
To utilise	To use
With reference to	About
With the exception of	Except for
To witness	To see

2.3. Avoiding redundant words

Unnecessary words take up space and obscure the important parts of your text. There are different types of redundant words you should watch out for, as described below.

Unnecessary adverbs

If you have chosen the right verb to describe what action people are taking, it is probably not necessary to describe how this action is being done by using an adverb. For example:

*The European Union has been **actively** tackling disinformation since 2015.*

or:

*Commission recommendation on measures to **effectively** tackle illegal content online.*

To decide if an adverb is unnecessary, ask yourself: would this sentence still make sense if I flipped it? For example:

*The European Union has been **inactively** tackling disinformation since 2015.*

*Commission Recommendation on measures to **ineffectively** tackle illegal content online.*

The illogicality of these sentences shows that ‘actively’ and ‘effectively’ do not bring any valuable information and should be deleted.

Tautologies

A tautology is saying the same thing twice using different words, for example ‘specific focus’, ‘positive agreement’ or ‘future development.’ The easiest way to fix this is to delete the superfluous descriptive word and, in the above cases, to keep to ‘focus’, ‘agreement’ and ‘development.’

Pointless expressions

These make your text wordy and bloated. Here are some examples of expressions to simply delete if you find them in your text:

Avoid	
In the process of	As a matter of fact
In fact	In due course
At this moment in time	For the most part
In the context of	Furthermore
In order to	Due to the fact that
Have a tendency to	With regard to
Notably	Moreover

Filler words

Mainly ‘that’, as along with ‘of’ and ‘up’. Try deleting as many of these as possible and to see how much smoother your text becomes.

2.4. Using gender-sensitive language

EIGE has published a *Toolkit on Gender-sensitive Communication* (<https://eige.europa.eu/publications/toolkit-gender-sensitive-communication>) that provides guidance on how to ensure your writing treats women and men (as well as those who do not conform to the binary gender system) as persons of equal importance and dignity.

EIGE also has some specific conventions to ensure all our texts are gender-sensitive. Here are some of the key ones.

- Flipping the habitual order of words: women and men, girls and boys. This includes in graphs and other visualisations.
- Gender neutral profession and titles: for example police officer, salesperson, chairperson, spokesperson.
- Prefer ‘women’ and ‘men’ over ‘female’ and ‘male’. For example: women parliamentarians and men party leaders. If this formulation becomes awkward, try and rephrase.

‘Male’ and ‘female’ can be used as adjectives in certain instances, for example when referring to ‘female bodies’.

2.5. Using non-discriminatory language

EIGE always tries to use the most inclusive language to describe groups of people. This includes:

- avoiding terms that refer to an attribute of people rather than the people themselves, such as ‘people with disabilities’ as opposed to ‘the disabled’, and ‘older people’ as opposed to ‘the elderly’;
- referring to ethnic groups by their self-accepted name, for example the Roma;
- using terminology to be in line with the EU’s gender equality strategy 2020–2025, for example using the term LGBTIQ, unless citing a source that uses a different term (e.g. LGBT).

2.6. Language for recommendations

EIGE uses the word ‘should’ for recommendations. For example:

Demark should improve monitoring of reported FGM cases that result in prosecution and conviction.

EIGE cannot recommend that countries change their national legislation.

2.7. Misused words and expressions

A host of words and expressions are frequently misused in the EU institutions. This is often the result of directly translating from the Romance languages into English. While some argue that this ‘Euro English’ has become a style in itself with its own rules, it makes English-language texts difficult to understand for those outside the EU institutions.

This section draws on the European Court of Auditors’ ‘[Misused English words and expressions in EU publications](#)’, where you can find in-depth guidance on hundreds of misused words and expressions.

Below are some common examples.

- **Foresee**

In English, this word is usually reserved for fortune tellers or those who predicted ‘black swan events’ such as the 2008 financial crisis. Its basic meaning in English is ‘to see something in advance’ and therefore to ‘predict’ or ‘expect’.

It does not mean the same as the French *prévoir* or the German *vorsehen*, which is how it is used in EU texts.

Example of misuse:

*The resolution on the 2005–2013 national programme for equal opportunities for women and men **foresees** certain measures to improve the position of women in science.*

This suggests that the resolution **predicts** there will be measures to improve the position of women.

Here are some more accurate words that could have been used, depending on the status of the national programme:

*The resolution on the 2005–2013 national programme for equal opportunities for women and men **lays down / establishes / sets out** certain measures to improve the position of women in science.*

Use: According to the exact meaning intended: envisage, plan, anticipate, lay down, set out, provide (for), contemplate, expect, predict.

- **Elaborate**

To elaborate means ‘to describe something in a more detailed way’ or ‘to develop a plan, strategy, idea, etc., and make it complicated or detailed’. It does not mean to write something up. It is possible to elaborate a strategy, but not a document.

Example of misuse:

*Good practices for the **elaboration** of applications according to the penal code for women victims of violence.*

Here are some more accurate words that could have been used:

*Good practices for **preparing/drafting** applications according to the penal code for women victims of violence.*

Use: Draft, draw up, prepare.

‘Elaborated’ is the past participle of the verb ‘to elaborate’. It is not an adjective that means ‘better developed’, as it is sometimes used in EU texts:

*The final section of the report needs to be more **elaborated**.*

This is grammatically wrong. Here are some alternatives that could be used:

*The final section of the report needs to **be better developed / have more detail**.*

- **Define**

‘To define’ means ‘to state the precise meaning of’ (e.g. ‘we have defined the meaning of gender in our thesaurus’).

Example of misuse:

*The focus of this work was **defining** success factors for the effective use of structural funds for health investment.*

This sentence would have been correct if these words had been used:

*The focus of this work was **identifying/establishing** success factors for the effective use of structural funds for health investment.*

Use: Establish, identify, lay down, set out, draft, establish, design.

2.8. Countable and uncountable nouns

Many misused words in EU texts are incorrect because they are made into plurals when the plural form does not exist in English, or does not exist with that particular meaning of that word. At the root of this is a lack of awareness of the distinction between countable nouns (such as institution and document), which can take the plural form, and uncountable nouns (such as information and freedom), which are always singular. Below are some examples of words that never or rarely take the plural form.

- **Action(s)**

This is one of the most commonly misused words in EU texts and is frequently used as a synonym for ‘measures’, ‘activities’, ‘projects’ or ‘action’. However, the word is used so liberally and imprecisely it is often unclear what kind of activity the text is actually referring to.

Example of misuse:

***Actions are** needed to put an end to sexual and gender-based harassment in higher education.*

Depending on how specific we would like to be, this error could be fixed in a number of ways:

***Action is / Legislation is / Measures are** needed to put an end to sexual and gender-based harassment in higher education.*

The word 'action' can be countable, for example in the sentence 'She must be held accountable for her actions.' However, this use is reserved for the individual level and refers to action in a very general sense.

- **Impact(s)**

When taken to mean the effect of something, the word 'impact' should be singular.

Example of misuse:

*The results of the analysis are presented and the **impacts** (positive or negative) of the policy/legislative initiative are highlighted.*

This is easily fixed:

*The results of the analysis are presented and the **impact** (positive or negative) of the policy/legislative initiative is highlighted.*

Section 3. EIGE terminology

EIGE's programme areas have specific terminology for some of their output. You can find the key points below.

3.1. The EU and its Member States

- When a country holds the rotating presidency of the Council of the European Union, we refer to the presidency as follows: 'The German/French/Lithuanian etc. Presidency of the Council of the European Union/EU'.
- When we talk about the EU and the United Kingdom we either write 'the European Union/EU and the United Kingdom' or 'EU-27 + UK'.

3.2. How we talk about statistics

- EIGE uses the term sex-disaggregated data, **not** gender-disaggregated data.
- Use 'women' and 'men' instead of 'female / the female population' and 'male / the male population'. Example: 'Nearly half of **women** work part-time, compared to 11 % of **men**.' Mention statistics/trends involving women before statistics involving men.
- Upon the first occasion that 'percentage points' are mentioned, spell out 'percentage point(s)' and add '(pp)' in parentheses. Use 'pp' thereafter. For example:

Among couples with children, the FTE employment rate for women is 47 % compared to 89 % for men. The gender gap of 42 percentage points (pp) for this group is much higher compared to that of couples without children (7 pp).

- Figures representing **percentages or percentage points should** be displayed without decimals (e.g. 46 % instead of 45.8 %).

- Figures should be rounded up to the next whole number if the first digit after the point is 5 (i.e. 35.5 % becomes 36 %).

Tenses

- In general use the present tense, without mentioning years. Example: 'The full-time equivalent (FTE) employment rate of women **is** around 37 %, compared to 52 % for men.'
- Use the past tense to describe gaps and years if a year must be mentioned. Example: 'More men (27 %) **studied** these subjects **in 2015 than in 2005** (22 %).'
- Use the present perfect tense to describe gaps and trends without mentioning years. Example: 'Only 12 % of women with disabilities **have attained** tertiary education, compared to 25 % of men with disabilities.'
- It is best to avoid using the phrases 'in the past decade' or 'in the past 10 years' or similar. Use 'from 2005 to 2015 / between 2005 and 2015' or similar.

3.3. The Gender Equality Index

- Never use the abbreviation GEI. This is not a well-known acronym for EIGE's Index and it might get confused with the Global Equity Index or the Global Entrepreneurship Index.
- It's fine to speak about the 'Index' but only after you've mentioned the 'Gender Equality Index'. Use capital letters when referring to both terms, i.e., 'the Index also measures ...'.
 - The heading 'Progress in gender equality in [country name], 2005–2015' uses lower-case letters because it does not refer explicitly to the Index report, but to a general concept.

- We no longer use the term ‘satellite domains’ to refer to the domains of ‘violence’ or ‘intersecting inequalities’. We use the term ‘additional domains’.
- We ‘release’ the Index. We do not ‘launch’ it, as it is not the first edition.
- When referring to this year’s Index, please use either the year or the edition, for example: ‘Gender Equality Index 2020’ or ‘the 5th edition of the Gender Equality Index’.
- ‘Sub-domain’ should be spelled with a hyphen, to maintain consistency with our former publications.

Intersecting inequalities

- Please refer to ‘women and men in a couple with/without children’.
- We use ‘LGBT’ because the data from the European Union Agency for Fundamental Rights refers only to LGBT people.

Percentages, percentage points and scores

- There is a difference between the ‘points’ of the Gender Equality Index, which are **scores** on a scale from 1 to 100, and the changes from year to year, which can be described as ‘percentage points’. The latter describe the levels and trends of most of the Index’s indicators, which are measured in percentages.

For example: ‘Germany’s score has increased by 5.5 points and it has kept its 12th place in the EU ranking’ should **not** be corrected to ‘5.5 percentage points (pp)’.

- **Scores** from the Gender Equality Index are always shown to one decimal point (i.e. 65.5).
- Use the country name (‘Germany’s score’ / ‘the score for Germany’) instead of the adjective (‘the German score’).

3.4. Gender-based violence

- We use the term gender-based violence when we are talking about violence directed against a person because of their gender, gender identity or gender expression, or that affects persons of a particular gender disproportionately. This can include men, but as gender-based violence disproportionately affects women, EIGE frequently uses the term interchangeably with violence against women.
- We write out the different forms of violence in full, for example:
 - intimate partner violence, as opposed to IPV,
 - violence against women, as opposed to VAW,
 - gender-based violence, as opposed to GBV.

The only exception is FGM, which can be abbreviated after it has been introduced in the text as follows: ‘female genital mutilation (FGM)’.

- EIGE uses the term ‘victim’ rather than ‘survivor’ to be in line with the EU directives and strategies we help the EU Member States implement, such as the EU victims’ rights directive.
- We use ‘cyber violence’ rather than ‘cyberviolence’ or ‘online violence’.
- We talk about ‘trafficking in human beings’ and ‘trafficking for sexual exploitation’.
- We talk about ‘harmonising the legal framework’, **not** ‘standardising’. We also talk about there being a ‘lack of a uniform definition’.
- We talk about ‘making data comparable’ **not** ‘harmonising data’.

- The European Commission has asked us to use the term ‘accession’ instead of ‘ratification’ when talking about the EU and the Istanbul Convention. For example:

*EIGE recommends that the EU **ratify** **accede** to the Istanbul Convention, as a way of strengthening the legal framework to prevent violence against women and protect victims.*

FGM

- EIGE uses the term ‘female genital mutilation (FGM)’ rather than ‘female genital cutting (FGC)’.
- EIGE talks about ‘communities affected by FGM’ and ‘affected communities’, **not** ‘FGM-practising communities’.

Intimate partner violence

- EIGE uses the term ‘intimate partner femicide’.
- We use ‘perpetrator’, **not** ‘abuser’ or ‘offender’.
- We use ‘witness’, **not** ‘bystander’.
- EIGE’s 13 indicators on intimate partner violence and rape for the police and justice sectors should be written as follows.

‘Each indicator measures annual numbers and applies to women victims and men perpetrators aged 18 +.

1. Number of women victims of intimate partner violence.
2. Number of intimate partner violence offences against women.
3. Number of men perpetrators of intimate partner violence against women.
4. Number of women victims of physical intimate partner violence.

5. Number of women victims of psychological intimate partner violence.
6. Number of women victims of sexual intimate partner violence.
7. Number of women victims of economic intimate partner violence.
8. Number of women victims of rape.
9. Number of women victims of intimate partner femicide.
10. Number of protection orders issued for intimate partner violence against women.
11. Number of men prosecuted for intimate partner violence against women.
12. Number of men sentenced for intimate partner violence against women.
13. Number of men sentenced to prison for intimate partner violence against women.’

3.5. Gender mainstreaming

- The following terms are not hyphenated:

*gender mainstreaming
gender budgeting
gender statistics
gender statistics database
gender equality
gender impact assessment
gender indicators
gender analysis
gender evaluation
gender monitoring
gender planning
gender stakeholder consultation
institutional transformation*

- For a list of relevant terms that are hyphenated, please see Section 5.11.

3.6. EIGE's external project – IPA

- The abbreviation IPA stands for the Instrument for Pre-accession Assistance (IPA) under the European Commission.
- The IPA's beneficiaries are seven EU candidate countries and potential candidates in the region of the western Balkans and Turkey – Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia and Turkey. These countries should be listed in alphabetic order.
- IPA beneficiaries should not be referred as 'countries' when the group of seven is being referred to, but as 'EU candidate countries and potential candidates' or as 'IPA beneficiaries'.
- When Kosovo is mentioned for the first time in a document, it must have a footnote or an asterisk clarifying that '* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opin-

ion on the Kosovo Declaration of Independence.'

- The visual use of flags or country borders of IPA beneficiaries should be avoided in EIGE's visual communication materials.
- Communication materials prepared under the IPA project should include the full title of the project and its financing authority as follows: 'Increased capacity of EU candidate countries and potential candidates to measure and monitor the impact of gender equality policies (2018–2022)' funded under the Instrument of Pre-accession Assistance (IPA) by the European Commission.
- Publications or any other publicly disseminated material under the IPA project should include the EU logo, usually at the end of the publication or at the bottom of the first page, as follows:



Section 4. Spelling and grammar

4.1. British English spelling

The general rule is to use British English spelling. For example:

-ise instead of *-ize*:

*Chapters 2–7 **summarise** the main findings of the six core domains of the Index.*

-isation instead of *-ization*:

*Different patterns of **socialisation** and gender norms are also obvious in relation to food preparation*

-yse instead of *-yze*:

*Indicators are also **analysed** in a broader context.*

However, when writing titles of organisations in other English-speaking countries outside the EU, keep their original title even if it does not follow the British English spelling. For example:

US Department of Defense

Australian Labor Party

For international organisations, follow their own practice:

World Health Organization

World Trade Organization

United Nations Educational, Scientific and Cultural Organization

There are various ways to spell certain words. Here is how EIGE spells some of the more common ones:

- **focused** as opposed to focussed;

- **COVID-19** or the **coronavirus** as opposed to Covid-19.

4.2. Singular and plural verbs

The list below presents the spelling of **tricky plurals** in the English language:

Singular	Plural
abscissa	abscissae
addendum	addenda
agenda	agendas
apparatus	apparatuses
appendix	appendices (<i>books</i>), appendixes (<i>anatomy</i>)
bacterium	bacteria
bureau	bureaux
caucus	caucuses
consortium	consortia
corrigendum	corrigenda
criterion	criteria
curriculum	curricula
datum	data (NB: EIGE uses data as a singular noun: 'The data shows ...')
embargo	embargoes
focus	foci (<i>mathematics, science</i>) focuses (<i>other contexts</i>)
formula	formulas (<i>politics</i>) formulae (<i>science</i>)
forum	forums (<i>fora only in relation to ancient Rome</i>)
genus	genera
index	indexes (<i>books</i>), indices (<i>science, economics</i>)
maximum	maxima (<i>mathematics, science</i>) maximums (<i>other contexts</i>)
medium	media (<i>press, communications, IT</i>), mediums (<i>life sciences, art</i>)
memo	memos

Section 5. Punctuation

5.1. Full stop

- Use a full stop at the end of a complete sentence that is a statement:

Our mission is to become the European knowledge centre on gender equality issues.

- Headings should not have a full stop, unless they are comprised of two sentences

Let's put an end to gender-based violence

- If a sentence ends in 'etc.', only one full stop is needed.

✓ *EIGE produces many publications (reports, factsheets, etc.)*

✗ *EIGE produces many publications (reports, factsheets, etc...)*

If the sentence includes 'such as', 'for example' or 'e.g.' it is not necessary to add 'etc.' For example:

✓ *EIGE produces many publications, such as reports and factsheets.*

- If abbreviations feature the last letter of the word, a full stop is not needed. If the last letter is not part of abbreviation, a full stop is needed:

Doctor → Dr

Limited → Ltd

BUT

Corporation → Co.

Figure → Fig.

- A full stop should also be used in English as a decimal point (instead of a comma):

The EU's score for gender equality rose just one point to 67.4 out of 100, compared to the 2017 edition.

5.2. Comma

- To avoid confusion, use commas to separate words and word groups:

The infographic shows the results from the fields of health, education and research.

- An Oxford (or additional) comma, which comes immediately after the penultimate term in a series of three or more terms, should only be used where there could be a possibility of misunderstanding, as in the following sentence:

The infographic shows the results from the fields of health, education, and research and development.

This makes it clear that 'research and development' is a single field.

- When starting a sentence with a prepositional clause, use a comma to separate it from the rest of the sentence.

In Lithuania, results showed ...

- Use commas surrounding words such as *therefore* and *however* when they are used as interrupters:

A more encouraging situation is, however, evident in other Member States.

For quotas to work, therefore, it is vital that sound legal grounds exist and are enforced.

5.3. Semicolon

- Use a semicolon to join two clauses that could be separate sentences. The semicolon is often used to join two stand-alone sentences using a transition, such as *however* or *therefore*:

The meeting is planned for Monday; the call is on Friday.

- When items in a series are long and complex, or involve internal punctuation, they should be separated by semicolons for the sake of clarity:

Distribution of staff by nationality as of 31 December 2019: Austria, 0; Belgium, 1; Bulgaria, 2; ...

5.4. Colon

- Use a colon before a list or an explanation that is preceded by a clause that can stand by itself.

The presentation covers three periods: 2016, 2017 and 2018.

Practical steps to this end include:

1. *Step 1*

2. *Step 2*

3. *Step 3*

- Do not use colons to introduce a table or graph set in text matter, use a full stop instead:

✓ *Table 3. Summary of human and financial costs in 2019*

✗ *Table 3: Summary of human and financial costs in 2019*

NB: Both colon and semicolon should be typed close up to the preceding letter or figure.

5.5. Apostrophe

- Apostrophes are generally used with contractions (*don't*, *isn't*); however, this use is too informal for EIGE publications.
- Use the apostrophe to show possession. Place the apostrophe before the *s* to show single possession:

EIGE's Gender Equality Index

Domain's scores

- To show plural possession, make the noun plural first then add the apostrophe:

Experts' Forum

Women's and men's employee groups

- No apostrophe is necessary in abbreviations such as *MEPs*, *1990s*:

✓ *EIGE has prepared a leaflet targeted at the newly appointed MEPs.*

✗ *EIGE has prepared a leaflet targeted at the newly appointed MEP's*

✗ *EIGE has prepared a leaflet targeted at the newly appointed MEPs'.*

5.6. Question mark

- Use a question mark after an announcement in a sentence that what follows is a question, and after a 'semi-indirect' question:

Think: do women and men do the same kinds of work? Are there any differences? What are these differences?

- Do not use a question mark in indirect speech:

The Swedish ESF checklist at the national policy level ... ensures that all goals have an equality dimension by asking what gender equality dimensions need to be taken into account ...

5.7. Quotation marks

- Use single quotations at all times; double quotation marks are only used when there is a quotation within a quotation:

EIGE states: ‘Equality between women and men is a fundamental value of the European Union. Therefore “Making equality between women and men a reality for all Europeans and beyond” is our vision.’

- When a complete sentence is quoted, full stops and commas go inside quotation marks (see example above).
- When a quote is only part of a sentence, the full stops and commas go outside the quotation marks:

Article 8 of the TFEU, for example, explicitly requires the Union to ‘eliminate inequalities and promote equality’.

- Do not enclose titles of books, newspapers or foreign expressions in quotation marks as they should be displayed in italics:

✓ *The COVID-19 pandemic and intimate partner violence against women in the EU.*

✗ ‘The COVID-19 pandemic and intimate partner violence against women in the EU’.

5.8. Parentheses (round brackets)

- Parentheses admit an insertion into the text that is not essential to its sense:

It takes a broader view of economic growth than just gross domestic product (GDP) growth, considering gender equality (among other factors) an important aspect of growth.

- As mentioned in Section 2 on the fundamentals of style, parentheses clutter up your text and should be avoided as much as possible.
- The opening parenthesis is never preceded by a comma.
- Use parentheses to introduce an abbreviation when it is mentioned for the first time in the text:

Another platform for improving the coordination of criminal procedures in the EU is the European Criminal Records Information System (ECRIS), established in 2012.

5.9. Square brackets

- Square brackets are used to add text to a direct quote, usually to improve readability or specify what the original text omits:

In terms of reproductive rights and autonomy, ‘forced sterilisation and abortion as well as other forms of control on their fertility still remain a reality for many [women with disabilities]’.

5.10. Ellipsis

- Ellipses are used in direct quotes to signal that part of the direct quote has been omitted in that spot.

The EU-28 score for the domain of money showed continuing improvement ... This made it possible to reach 80.4 points in 2017: the second highest ranked domain in the Gender Equality Index.

- If an ellipsis falls at the end of a sentence there is no final full stop.

5.11. Dash

- A dash is stronger than a comma, less formal than a colon and more relaxed than parentheses.
- The en dash (alt + 0150 or ctrl + hyphen on numerical keyboard) is slightly longer than a hyphen and is used to join numbers and dates, without a space on either side:

2015–2017
pp. 10–12

- The en dash is also useful to set off a short phrase – defining a word, explaining a programme or introducing a new idea (space on both sides):

Sexual intimate partner violence – any sexual act performed on the victim without consent.

- A pair of en dashes in the middle of a sentence has the same function as parentheses:

The findings show that the EU and its Member States can – and should – do much more on gender equality.

5.12. Hyphen

- Compound adjectives modifying a noun always take a hyphen:

up-to-date statistics
long-term policies
sex-disaggregated data
gender-based violence
gender-sensitive indicators
gender-responsive infrastructure
gender-specific healthcare

BUT

policies in the long term

- Prefixes also take a hyphen:

non-cooperative
co-responsibility
non-consensual
self-employed
under-reporting

unless the prefix has become part of the word by usage:

coordination
subsection

- If you need to list two *noun-adjective* compounds that take a hyphen one after another, the first noun should end in a hyphen:

Gender- and disability-blind educational materials and curricula ...

5.13. Non-breaking spaces

- Use a non-breaking space (ctrl + shift + space) to keep key items together, for example:
 - article reference: Article^o1(5) or in footnotes Art.^o1(5);
 - dates: 19^oNovember 2015 (non-breaking space only between the day and the month, not between the month and the year);
 - currency identifiers and figures (see Section 2.5.4.): USD^o10.25;
 - document references for EU documents: COM(2010)^o426, MEMO^o11/21, OJ^o2010^oL^o344/1; for national documents: Decision File No.^oPI^oÚS^o24/10 (note that there is no space used for Council of Europe documents: Rec(2004)10, CRI(2011)4));
 - between figures and percentages: 15^o%;
 - two-word-or-more country names: Unit^oed^oKingdom.

NB: When switching on the paragraphs marks to be shown in MS software – menu 'Show/hide ¶' – the non-breaking space is indicated with a small round circle instead of a dot.

Section 6. Numbers and dates

6.1. Numbers

- Numbers one to nine are usually spelled out:

The nine committee members are nominated by the ministers for equal opportunities.

- Ordinal numbers follow the same pattern, including centuries:

ninth century
19th century

- If the number begins a sentence, it should be spelled out. To avoid this, consider changing the sentence structure. Compare:

Two thousand and five was the year when ...
In 2005, ...

- When writing fractions, insert a hyphen when a fraction is used as an adjective

The report is two-thirds complete.

- When a fraction acts as a noun, no hyphen is needed:

There was an increase of two thirds in ...

- Instances when numbers one to nine do not have to be spelled out:

- Percentages:

In 2018, 31 % of women and 8 % of men aged 20–64 worked part-time in the EU.

When writing a percentage, use a non-breaking space between the num-

ber and the percentage sign (cf. Section 5.13).

- If numbers in the same sentence fall above **and** below this limit, use figures for both:

✓ *9 to 11*

✗ *nine to 11*

- Figures are to be used in a series of stated quantities, and always before an abbreviation:

6 kg

7 years old

- Sums:

EUR 1 000 000 (or EUR 1 million).

- Temperature:

7 °C

- Pagination:

p. 9, Fig. 1, footnote 5

- When writing a range, use either only numbers, or *from* *number* *to* *number*. Do not mix them together.

✓ *It is measured on a scale from 1 to 10*

✓ *It is measured on a 1–10 scale*

✗ *It is measured on a scale from 1–10*

6.2. Dates

- In the text, write the date, month and year, with no commas between:

EIGE published the report on 17 October 2010.

- When writing the date in a text, always write the number of the day in front of the month, for example 25 September, NOT 25th September or September 25.

6.3. Time

- Use the 24-hour system (with points rather than colons between hours and minutes), or the 12-hour system with a.m. and p.m. (or 'o'clock'):

The meeting starts at 17.30

The meeting starts at 5.30 p.m.

The meeting ends at 7 o'clock

The meeting ends at 19.00

The meeting ends at 7 p.m.

6.4. Currencies

- For all currencies, including the euro, use the ISO code and put a non-breaking space between the three-letter code and the figure, for example:

EUR 15 400

PLN 12 350

USD 17 000

Section 7. References

7.1. In-text references

The Endnote programme can be used to reference publications. If you use it, make sure the references it produces follow the guidelines described below.

Identifiers

- The persistent identifier (PID), is used in all reference templates and can be the publication's digital object identifier (DOI), ISBN, catalogue number, URL, European Legislation Identifier (ELI), CELEX number, etc.
- The DOI is the preferred identification for all publications, except:
 - EU legal acts, for which the ELI is the preferred identification;
 - other legislation published in EUR-Lex, which should be identified using the CELEX number;
 - the Official Journal, for which the OJ series and OJ number is the preferred identification.

Whichever form of PID is used, please display it in URI/URL form when possible, to help the reader immediately click on it and reach the cited source.

- For in-text references the PID can be omitted if it is mentioned in the full reference list. However, it is recommended that the resolvable PID, when available, at least be embedded as a hyperlink behind in-text reference, for immediate cross-referencing.
- For documents from well-established organisations, try to give the address of the document on their webpage or their official repository

(e.g. the Publications Office) and not to refer to other sources.

- For documents published at different stages in their creation give the link to the final document or, if not available, to the most recent version.

Authors

- If a publication has indicated a corporate author, it should be mentioned first in the list of authors, unless a different sequence is reported in the publication.
- Reports commissioned by the European Commission should have 'European Commission' as the first author and the contractor as the second, unless another rule is indicated in the publication (e.g. some publications indicate the way the reference should be created).
- The sequence of authors in the reference should be the same as the sequence reported in the publication.
- If the document does not indicate the author(s) but it indicates the **editor(s)**, present the name of the editor(s). The text '(ed./eds)' should appear after the initial of the last editor.

Other notes

- For in-text references, different publications from the same author and from the same year might be used. In that case use a, b, c and so on:
 - (EIGE, 2019a)
 - (EIGE, 2019b)

- In case of identical footnotes, use the formula 'see note x, page y', instead of 'idem' or 'ibidem', which could cause confusion.
- Order the bibliography / list of references alphabetically.
- Indicate the date of access of the links at the beginning of the reference list: 'Links accessed on dd.mm.yyyy.' Note, however, that dates should not include leading zeroes: 6.6.2020.

7.2. References

7.2.1. EU documents

The European Union is referred to systematically as 'the Union' in the treaties and in legislation. This practice should be avoided in other texts: use either the full form (European Union) or the abbreviation 'EU'. Do not refer to the European Union as 'Europe'.

The European Communities have now been absorbed by the European Union, so references to 'Community policy/institutions/legislation' should now read 'European Union/EU policy/institutions/legislation'. Retain 'the (European) Community/ies' only for historical references.

If you have a source to be cited that is not addressed in one of the following sections, please follow the guidelines of the source type that most closely fits the source you have. Keep in mind that citation styles generally follow a format including the following elements in this order:

Key producer of source (author/organisation/body) (YYYY), Relevant title / source name, No of publication / case No / publication location / office, DD MM YYYY.

(i) References to an act

EU primary and secondary law: treaties, regulations, directives and decisions

- **EU primary or secondary law.** When referencing EU primary or secondary law do not use italics for the names of directives, decisions, regulations, resolutions or treaties.
- **Hard and soft law.** In general, hard and soft laws are not italicised.
- **Regulations and directives.** Be precise and distinguish between a Council regulation and a regulation, and a Council directive and a directive.

When an act is cited for the first time in the body of another act, the full title is given, and the reference to the Official Journal in which it was published is always given in a footnote. In citations, the full title is given in the body of the text, in recitals, articles and annexes in the footnote.

For later references to an act previously cited, the short title is used, without mentioning the author or the Official Journal reference.

(ii) Titles of the treaties

The full titles of the treaties must be used when mentioned for the first time.

For further citations:

- where a sole treaty is cited in the same text, the word 'Treaty' is used;
- where several treaties are cited in the same text, the full denomination shall be given as much as possible. Otherwise, treaty titles may be cited in abridged form:

- ‘EU Treaty’ for the Treaty on European Union,
- ‘TFEU’ for the Treaty on the Functioning of the European Union,
- ‘EC Treaty’ for the Treaty establishing the European Community,
- ‘Euratom Treaty’ for the Treaty establishing the European Atomic Energy Community,
- ‘ECSC Treaty’ for the Treaty establishing the European Coal and Steel Community.

(iii) Components of the full title of regulations, directives and decisions

- The type of act (regulation, directive, etc.).
- The number (that is, the abbreviation(s) that apply (‘EU’, ‘Euratom’, ‘EU, Euratom’, ‘CFSP’), the year and the sequential number of the act).
- The name of the author of the act.
- The date of adoption (the date of signature for acts adopted jointly by the European Parliament and the Council).
- The subject matter.
- In acts with double numbering, the number assigned by the author.
- The components of the full title are not separated by commas. The full title is always given with a reference to the Official Journal in which the act was published.
- In citations, the full title is given in the text and the reference in a footnote.

For example: ‘Having regard to Regulation (EU) 2015/476 of the European Parliament and of the Council of 11 March 2015 on the measures that

the Union may take following a report adopted by the WTO Dispute Settlement Body concerning anti-dumping and anti-subsidy matters ⁽¹⁾ ...

⁽¹⁾ OJ L 83, 27.3.2015, p. 6.’

When an act is cited for the first time in a recital, article or annex, its full title is given in a footnote together with the Official Journal reference.

Examples

Regulation (EU) 2015/2365 of the European Parliament and of the Council of 25 November 2015 on transparency of securities financing transactions and of reuse and amending Regulation (EU) No 648/2012 (OJ L 337, 23.12.2015, p. 1).

(iv) Components of a short title ⁽¹⁾

- The type of act.
- The number (that is, the abbreviation(s) that apply (‘EU’, ‘Euratom’, ‘EU, Euratom’, ‘CFSP’), the year and the sequential number of the act).
- The name of the author of the act, when first cited.
- In acts with double numbering, the number assigned by the author.

Examples

Purebred breeding animals entered in breeding books should be identified in accordance with Regulation (EU) 2016/429 of the European Parliament and of the Council ⁽²⁾.

Regulation (EU) 2016/429 of the European Parliament and of the Council of 9 March 2016 on transmissible animal diseases and amending and repealing certain acts in the area of animal health (‘Animal Health Law’) (OJ L 84, 31.3.2016, p. 1).

The short title without the author and without a footnote is used for later references to an act that has already been cited.

⁽¹⁾ The short title is used in recitals, articles and annexes.

7.2.2. UN and Council of Europe instruments

(i) UN conventions

The following order should be adopted:

- United Nations (UN),
- title of convention,
- year (YYYY – for the year, please use the adoption date: day month year).

Examples

United Nations (UN), Convention on the Rights of Persons with Disabilities (CRPD), 13 December 2006.

United Nations (UN), Convention relating to the Status of Refugees, Geneva, 14 December 1950 and Protocol to that Convention, 16 December 1966.

(ii) UN body reports

The following order should be adopted:

- United Nations (UN),
- UN body name (YYYY),
- title of report / observation / case No, etc. (in italics),
- document number (if applicable), precise date.

Examples

United Nations (UN), Committee on the Elimination of Racial Discrimination (CERD) (2010), *Concluding Observations on France*, 23 September 2010.

United Nations (UN), Human Rights Council (2010), *Report of the Special Rapporteur on violence against women, its causes and consequences*, 19 April 2010.

(iii) Council of Europe conventions

The following order should be adopted:

- Council of Europe,
- title of convention,
- number,
- YYYY (NB: This is the year of adoption by Committee of Ministers / opening of the treaty, not the year of entry into force. Do not abbreviate Council of Europe).

Examples

Council of Europe, Convention on the Participation of Foreigners in Public Life at Local Level, CETS No 144, 1992.

Council of Europe, Framework Convention for the Protection of National Minorities, CETS No 157, 1995.

(iv) Council of Europe monitoring body reports

The following order should be adopted:

- Council of Europe,
- name of monitoring body (YYYY),
- title of report/opinion (in italics),
- Strasbourg,
- Council of Europe,
- DD MM YYYY.

Examples

Council of Europe, Advisory Committee on the FCNM (2010a), *Third opinion on Hungary*, Strasbourg, Council of Europe, 18 March 2010.

Council of Europe, European Commission against Racism and Intolerance (ECRI) (2009),

ECRI Report on Greece (fourth monitoring cycle), Strasbourg, Council of Europe, 15 September 2009.

(v) Council of Europe documents

The following order should be adopted:

- Council of Europe,
- name of monitoring body (YYYY),
- title of report/opinion (in italics),
- Strasbourg,
- Council of Europe,
- DD MM YYYY.

Example

Council of Europe, Advisory Committee on the FCNM (2010a), *Third opinion on Hungary*, Strasbourg, Council of Europe, 18 March 2010.

7.2.3. Case-law

Case-law should be referenced according to the rules of the Court of Justice of the European Union. It combines the European Case-Law Identifier (ECLI) with the usual name of the decision and the case number in the register. It has gradually been brought into use by each EU Court/Tribunal since the first half of 2014, and was harmonised between the Courts of the European Union in 2016. The constituent elements of the reference are as follows.

1. Type of decision, e.g. Judgment of ...
2. Full date of the decision, e.g. 12 July 2005.
3. Usual name of the case, e.g. *Schempp*.
4. Case number in the register, e.g. C-403/03.
5. ECLI code where available, e.g. EU:C:2005:446.

6. Paragraph cited, e.g. paragraph 19.

In full the example is:

Judgment of 12 July 2005, *Schempp*, C-403/03, EU:C:2005:446, paragraph 19.

7.2.4. Citing complete books and publications from organisations

The following order should be adopted:

- author's surname and initial(s) or first name,
- year of publication (in parentheses) followed by a comma,
- title of the work in italics and, where appropriate, edition number,
- publisher, place of publication, relevant pages.

Examples

Butcher, J. (1975), *Copy-editing: The Cambridge handbook*, Cambridge University Press, Cambridge, p. 17.

Médecins sans frontières (2009), *"Not criminals" – Médecins sans frontières exposes conditions for undocumented migrants and asylum seekers in Maltese detention centres*, Médecins sans frontières, Brussels.

7.2.5. Citing commissioned publications

The following order should be adopted:

- author's surname and initial(s) or first name,
- year of publication (in parentheses) followed by a comma,
- title of the work in italics and, where appropriate, edition number,
- publisher, place of publication, relevant pages.

Example

Balzacq, T., Centre for European Policy Studies (CEPS) (2008), *The implications of European neighbourhood policy in the context of border controls (readmission agreements, visa policy, human rights)*, European Parliament Directorate-General Internal Policies, Brussels, available at: https://www.europarl.europa.eu/think-tank/en/document.html?reference=IPOL-LIBE_ET%282008%29393284

7.2.6. Citing part of a book

The following order should be adopted:

- author's surname and initial(s) or first name,
- year of publication (in parentheses) followed by a comma,
- title of the article/chapter (within quotation marks), followed by a comma,
- 'in:', followed by editor's surname and initial(s) or first name, followed by ed./eds,
- title of the work in italics and, where appropriate, edition number,
- publisher, place of publication, relevant pages.

Example

Lynch, J. (2009), 'Fifteen years after Vienna: The role of National Human Rights Institutions', in: Benedek, W., Gregory, C. et al. (eds), *Global Standards Local Action: 15 years Vienna World Conference on Human Rights*, Neuer Wissenschaftlicher Verlag, Vienna, pp. 157–173.

7.2.7. Citing an article in a periodical

The following order should be adopted:

- if known, title of the article (within quotation marks),

- year of publication (in parentheses) followed by a comma,
- title of the periodical or the series (in italics),
- number, date or frequency,
- publisher, place of publication.

Example

'Economic transformation in Hungary and Poland' (1990), *European Economy*, No 43, March 1990, Office for Official Publications of the European Communities, Luxembourg, pp. 151–167.

7.2.8. Citing part of a work (contribution or article) or an unpublished paper or mimeograph

The following order should be adopted:

- author's surname and initial(s) or first name,
- year of publication (in parentheses) followed by a comma,
- title of the contribution, article, unpublished paper or mimeograph, within quotation marks,
- title of the work in italics; where appropriate the number of the edition,
- publisher, place of publication, relevant page(s).

Example

Hamm, E. (1980), 'Return of the English breakfast', *International Cuisine*, Vol. X, No 1, Unwin, London, pp. 31–34.

7.2.9. Citing an article in a newspaper, press release, conference paper, unpublished work or presentation

Single quotation marks are used to notate newspaper articles, conference papers and presentations, as well as unpublished works. When arti-

cles approach report length, roughly 10 pages, then they should be italicised, not put in single quotation marks.

- author's surname and initial(s) or first name followed by a comma OR name of organisation OR newspaper OR conference (YYYY),
- 'Title of article / press release / presentation',
- DD Month YYYY.

Examples

Noelle, E. (2004), 'Der Kampf der Kulturen', *Frankfurter Allgemeine Zeitung*, 15 September 2004.

Esping-Andersen, G. (1996), 'Welfare states at the end of the century: the impact of labour market, family and demographic change', paper given at the OECD conference 'Beyond 2000: the New Social Policy Agenda', 12–13 November 1996 (unpublished).

Tables of how to cite different types of references (in-text, footnotes, references)

Legal acts

Reference type	Style	Examples
In-text	Type of act date/reference No of act/institution, PID (?)	Council Regulation (EU, Euratom) No 1311/2013, ELI: http://data.europa.eu/eli/reg/2013/1311/oj Directive (EU) 2019/1023, ELI: http://data.europa.eu/eli/dir/2019/1023/oj
Footnote	Article No(clause) of Institution type of act (field) reference No of act/date title, PID	Article 3(1) of Council Regulation (EU, Euratom) No 1311/2013 laying down the multiannual financial framework for the years 2014-2020, ELI: http://data.europa.eu/eli/reg/2013/1311/oj
Reference list	Institution type of act (field) reference No of act/date title, PID (resource type)	Council Regulation (EU, Euratom) No 1311/2013 laying down the multiannual financial framework for the years 2014-2020, ELI: http://data.europa.eu/eli/reg/2013/1311/oj (legislation).

Publications

Reference type	Style	Examples
In-text	(Corporate Author/Author surname, Year). PID to be put as a hyperlink behind the reference	(European Parliament, 2018)
Footnote	Corporate Author, Author Surname, Initial(s), (Year), PID, page number	Directorate-General for Internal Policies of the Union (European Parliament), Darvas, Z., Wolff, G., Gonçalves Raposo, I., Efstathiou, K. and Chiacchio, F., (2018), https://data.europa.eu/doi/10.2861/088525 , p. 10. Welle, K., (2013), http://www.europarl.europa.eu/RegData/etudes/IDAN/2013/508814/SG_IDAN(2013)508814_EN.pdf , p. 12.
Reference list	Corporate Author, Author Surname, Initial(s), (Year), Title, Publisher, PID (resource type)	Directorate-General for Internal Policies of the Union (European Parliament), Darvas, Z., Wolff, G., Gonçalves Raposo, I., Efstathiou, K. and Chiacchio, F., (2018), <i>EU funds for migration, asylum and integration policies</i> , Publication Office of the European Union, https://data.europa.eu/doi/10.2861/088525 (publication).

(?) The persistent identifier (PID) is used in all reference templates and can be the publication's digital object identifier (DOI), ISBN, catalogue number, URL, European Legislation Identifier (ELI), CELEX number, etc.

Articles

Reference type	Style	Examples
In-text	(Corporate Author/Author surname, Year). PID to be put as a hyperlink behind the reference	(European Food Safety Authority (EFSA), 2007)
Footnote	Corporate Author, Author Surname, Initial(s), (Year), PID, page number	European Food Safety Authority (EFSA), (2007), https://data.europa.eu/doi/10.2903/j.efsa.2007.32r , p. 1141.
Reference list / bibliography	Corporate Author, Author Surname, Initial(s), (Year), Article title, <i>Journal title</i> , Vol. [number], No [number], PID (resource type)	European Food Safety Authority (EFSA), (2007), Reasoned opinion on the potential chronic and acute risk to consumers' health arising from proposed temporary EU MRLs, <i>EFSA Journal</i> , Vol. 5, No 3, https://data.europa.eu/doi/10.2903/j.efsa.2007.32r (article).

Dataset / webpages

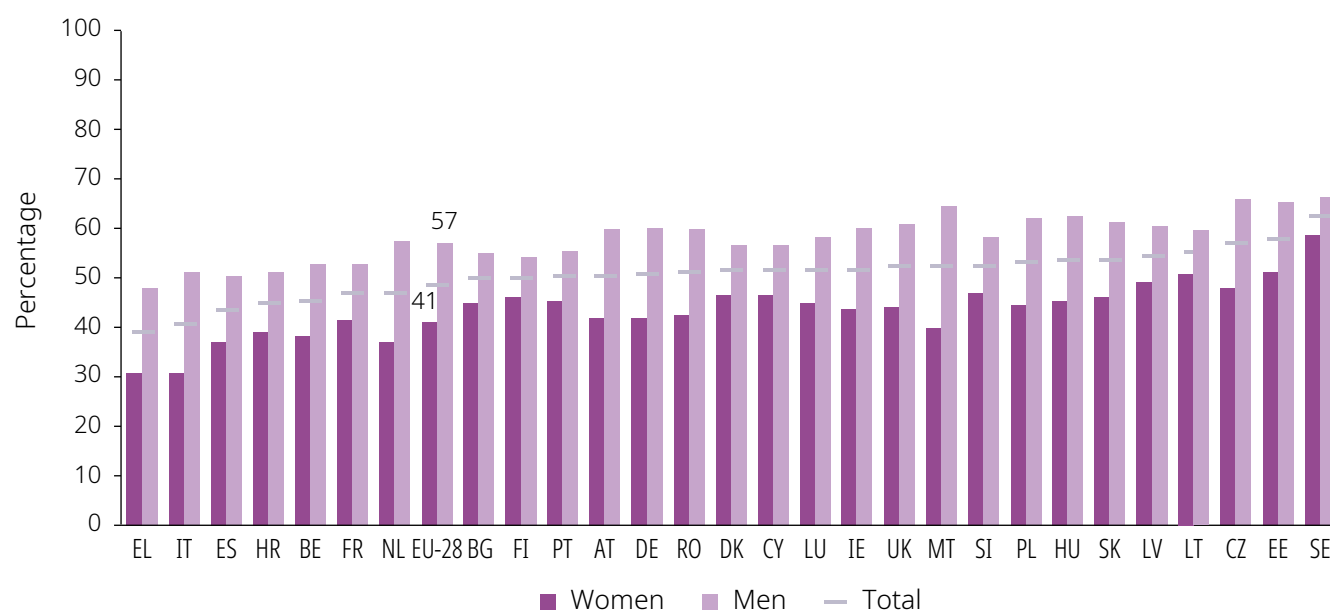
Reference type	Style	Examples
In-text	(Corporate Author/Author surname, Year). PID to be put as a hyperlink behind the reference	(Vousdoukas et al., 2018) (EIGE, 2018)
Footnote	Corporate Author, Author Surname, Initial(s), (Year), PID, version when relevant	Vousdoukas, M., Mentaschi, L., Voukouvalas, E., Verlaan, M., Jevrejeva, S., Jackson, L. and Feyen, L., (2018), https://data.europa.eu/doi/10.2905/jrc-liscoast-10012 European Institute for Gender Equality (EIGE), 2018, https://eige.europa.eu/gender-statistics/dgs/indicator/wmidm_med_regat_wmid_media_regat/bar
Reference list	Corporate Author, Author Surname, Initial(s), (Year), Title, Publisher, PID (resource type)	Vousdoukas, M., Mentaschi, L., Voukouvalas, E., Verlaan, M., Jevrejeva, S., Jackson, L. and Feyen, L. (2018), <i>Global Extreme Sea Level Projections</i> , European Commission, Joint Research Centre (JRC), https://data.europa.eu/doi/10.2905/jrc-liscoast-10012 (dataset). European Institute for Gender Equality (EIGE), (2018), <i>Media regulatory authorities: board/council presidents and members</i> , EIGE https://eige.europa.eu/gender-statistics/dgs/indicator/wmidm_med_regat_wmid_media_regat/bar (dataset).

Section 8. Presentation of data

8.1. Figures, tables and graphs

- Figures, tables and graphs should be created in Word or Excel so that the text/numbers can be edited easily.
 - Use short, clear titles that describe the figures/tables/graphs accurately. The title should include as a minimum a brief description, unit of measurement and year of data. Other information, such as age if relevant, should also be added.
 - When referencing the figures/tables/graphs in the text, capitalise 'F' and 'T'.
 - Keep notes to a minimum. Place notes at the end of figures/tables/graphs, not in footnotes. Include a source, including the year of reference. The source should also contain the data provider (Eurostat, Eurofound, OECD, etc.), the title or abbreviation of the data source (EU-SILC, EWCS, etc.) and the year of the survey/admin data. If the data was calculated by the authors of the study (EIGE and/or the contractor), the source of the data should read as follows: "Source: Authors' calculation, based on " (e.g. Source: Authors' calculation, based on Eurostat data (lfsq_egan)."
 - Colours should follow EIGE's colour palettes for each programme area (e.g. Gender Equality Index, Gender-based violence). Colours for men should be 50 % shadowed. The colours can be found in EIGE's 2019 visual identity guide, which you can find here: <https://eige.europa.eu/about/documents-registry/eige-style-guide-2019>
 - Data should be presented with the indicator score for women and men in ascending order.
- Below is an example of a figure from a Gender Equality Index publication

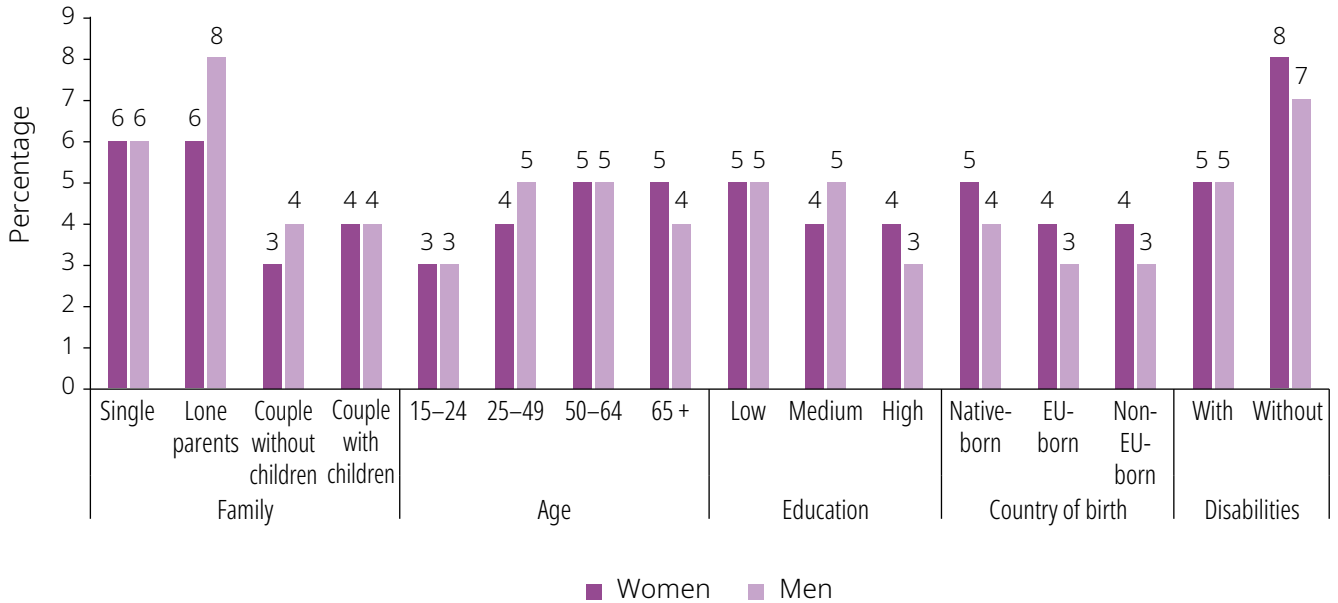
Figure 11. Full-time equivalent employment rate (FTE) by women and men, and EU Member State (15 +, %), 2017



- Data related to women should come before data related to men.
- Layers of intersecting inequalities should be presented in the following order: family, age, education, country of birth, disability status. The same rules are followed for colours and order of data (women data come before men data).

Below is an example of a figure from a Gender Equality Index publication

Figure 31. People who report unmet medical needs of women and men by family type, age, level of education, country of birth and disability status (16 +, %), EU, 2017



- Although the thematic focus of the Gender Equality Index changes every year, graphs/figures/tables should present data for women and men following the same rules (order of women and men, colours for men 50 % shadowed, etc.).

Below is an example of a figure from a Gender Equality Index publication

Figure 66. Percentage of women and men participating in formal and non-formal education and training (last 4 weeks) (25-64), 2017 (indicator 14)



- Legend(s) should be placed in the bottom of the graph/figure.

Section 9. Shorthand names

9.1. Directives and framework decisions

EUROPEAN UNION	
Shorthand name	Full title
Directive on equal pay for men and women 75/117/EEC 10 February 1975	Council Directive 75/117/EEC of 10 February 1975 on the approximation of the laws of the Member States relating to the application of the principle of equal pay for men and women
Gender equality directive (replaced) 1976/207/EEC 9 February 1976	Council Directive 76/207/EEC of 9 February 1976 on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions
Directive on equal treatment of men and women in statutory schemes of social security 79/7/EEC 19 December 1978	Council Directive 76/207/EEC of 9 February 1976 on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions
Directive on equal treatment of men and women in occupational social security schemes 86/378/EEC 24 July 1986	Council Directive 86/378/EEC of 24 July 1986 on the implementation of the principle of equal treatment for men and women in occupational social security schemes
Directive on equal treatment of men and women engaged in a self-employed activity 86/613/EEC 11 December 1986	Council Directive 86/613/EEC of 11 December 1986 on the application of the principle of equal treatment between men and women engaged in an activity, including agriculture, in a self-employed capacity, and on the protection of self-employed women during pregnancy and motherhood
Pregnant workers' directive 92/85/EEC 19 October 1992	Council Directive 92/85/EEC of 19 October 1992 on the introduction of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding
Directive on equal treatment of men and women in occupational social security schemes 96/97/EC 20 December 1996	Council Directive 96/97/EC of 20 December 1996 amending Directive 86/378/EEC on the implementation of the principle of equal treatment for men and women in occupational social security scheme
Directive on parental leave 96/34/EC 3 June 1996	Council Directive 96/34/EC of 3 June 1996 on the framework agreement on parental leave concluded by UNICE, CEEP and the ETUC
Directive on the burden of proof 97/80/EC 15 December 1997	Council Directive 97/80/EC of 15 December 1997 on the burden of proof in cases of discrimination based on sex
Racial equality directive 2000/43/EC 29 June 2000	Council Directive 2000/43/EC of 29 June 2000 implementing the principle of equal treatment between persons irrespective of racial or ethnic origin
Employment equality directive (also referred to as employment framework directive and equal treatment directive) 2000/78/EC 27 Nov 2000	Council Directive 2000/78/EC of 27 November 2000 establishing a general framework for equal treatment in employment and occupation

Framework decision on human trafficking (replaced) 2002/629/JHA 19 July 2002	Council Framework Decision 2002/629/JHA of 19 July 2002 on combating trafficking in human beings
Directive on equal treatment of men and women in employment 2002/73/EC 23 September 2002	Council Directive 76/207/EEC of 9 February 1976 on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions
Residence permits for victims of trafficking 2004/81/EC 29 April 2004	Council Directive 2004/81/EC of 29 April 2004 on the residence permit issued to third-country nationals who are victims of trafficking in human beings or who have been the subject of an action to facilitate illegal immigration, who cooperate with the competent authorities
Directive on equal treatment of men and women in the access to and the supply of goods and services 2004/113/EC 13 December 2004	Council Directive 2004/113/EC of 13 December 2004 implementing the principle of equal treatment between men and women in the access to and supply of goods and services
Gender equality directive (recast) 2006/54/EC 5 July 2006	Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (recast)
Framework decision on racism and xenophobia 2008/913/JHA 28 November 2008	Council Framework Decision 2008/913/JHA of 28 November 2008 on combating certain forms and expressions of racism and xenophobia by means of criminal law
Horizontal directive (draft) COM(2008) 426 final 2 July 2008	Proposal for a Council directive on implementing the principle of equal treatment between persons irrespective of religion or belief, disability, age or sexual orientation
Directive on parental leave 2010/18/EU 8 March 2010	Council Directive 2010/18/EU of 8 March 2010 implementing the revised Framework Agreement on parental leave concluded by BusinessEurope, UEAPME, CEEP and ETUC and repealing Directive 96/34/EC
Directive on equal treatment of men and women engaged in a self-employed activity 2010/41/EU 7 July 2010	Directive 2010/41/EU of the European Parliament and of the Council of 7 July 2010 on the application of the principle of equal treatment between men and women engaged in an activity in a self-employed capacity and repealing Council Directive 86/613/EEC.
Human trafficking directive 2011/36/EU 5 April 2011	Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA

9.2. International conventions and declarations

UNITED NATIONS		
Shorthand name	Full title	Available at
Convention on the Political Rights of Women	Convention on the Political Rights of Women UN General Assembly, 20 December 1952, A/RES/640(VII)	link
Convention on Consent to Marriage, Minimum Age for Marriage and Registration of Marriages	Convention on Consent to Marriage, Minimum Age for Marriage and Registration of Marriages UN General Assembly, resolution 1763 A (XVII) of 9 December 1964,	link
Declaration on the Protection of Women and Children in Emergency and Armed Conflict	Declaration on the Protection of Women and Children in Emergency and Armed Conflict UN General Assembly, resolution 3318 (XXIX) of 14 December 1974	link
CEDAW	Convention on the Elimination of all Forms of Discrimination Against Women United Nations General Assembly on 18 December 1979	link
DEVAW	Declaration on the Elimination of Violence against Women UN General Assembly, resolution 48/104 of 20 December 1993	link
PFA	Beijing Declaration and Platform for Action The Fourth World Conference on Women Beijing, China – September 1995 Action for Equality, Development and Peace	link
OP-CEDAW	Optional Protocol to the Convention on the Elimination of All Forms of Discrimination against Women United Nations General Assembly on 6 October 1999	link
Paris Agreement	Paris Agreement under the United Nations Framework Convention on Climate Change United Nations Framework Convention on Climate Change (UNFCCC) on 4 November 2016	link
COUNCIL OF EUROPE		
Shorthand name	Full title	Available at
European Convention on Human Rights (ECHR)	Convention for the Protection of Human Rights and Fundamental Freedoms Rome, 4.XI.1950	link
Convention on Action against Trafficking in Human Beings	Council of Europe Convention on Action against Trafficking in Human Beings Council of Europe Treaty Series No 197. Warsaw, 16/05/2005	link
Istanbul Convention	Council of Europe Convention on preventing and combating violence against women and domestic violence Council of Europe Treaty Series - No 210. Istanbul, 11.V.2011	link
Lanzarote Convention	Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse	link

9.3. Institutions

EUROPEAN UNION Institutions and bodies		
Shorthand name	Full title	Web
EP/Parliament	European Parliament	link
—	European Council	link
Council	Council of the European Union	link
Commission	European Commission	link
CJEU	Court of Justice of the European Union	link
ECB	European Central Bank	link
ECA	European Court of Auditors	link
EEAS	European External Action Service	link
EESC	European Economic and Social Committee	link
CoR	European Committee of the Regions	link
EIB	European Investment Bank	link
Ombudsman	European Ombudsman	link
EDPS	European Data Protection Supervisor	link
EDPB	European Data Protection Board	link
EUROPEAN UNION Agencies		
Shorthand name	Full title	Web
EIGE	European Institute for Gender Equality	link
EU-OSHA	European Agency for Safety and Health at Work	link
EASO	European Asylum Support Office	link
EBA	European Banking Authority	link
Frontex	European Border and Coast Guard Agency	link
ECDC	European Centre for Disease Prevention and Control	link
Cedefop	European Centre for the Development of Vocational Training	link
Eurofound	European Foundation for the Improvement of Living and Working Conditions	link
EIOPA	European Insurance and Occupational Pensions Authority	link
ELA	European Labour Authority	link
ESMA	European Securities and Markets Authority	link
ETF	European Training Foundation	link
Eurojust	European Union Agency for Criminal Justice Cooperation	link
ENISA	European Union Agency for Cybersecurity	link

FRA	European Union Agency for Fundamental Rights	link
Europol	European Police Office	link
CEPOL	European Union Agency for Law Enforcement Training	link
EUIPO	European Union Intellectual Property Office	link
SRB	Single Resolution Board	link
CdT	Translation Centre for the Bodies of the European Union	link
EDA	European Defence Agency	link
EACEA	Education, Audiovisual and Culture Executive Agency	link
ERCEA	European Research Council Executive Agency	link
EASME	Executive Agency for Small and Medium-sized enterprises	link
REA	Research Executive Agency	link
EUROPEAN UNION Committees and institutions		
Shorthand name	Full title	Web
CDEG	Steering Committee for Equality between Women and Men	link
FEMM	Committee on Women's Rights and Gender Equality	link
EMPL	Committee on Employment and Social Affairs	link
ENVI	Committee on the Environment, Public Health and Food Safety	link
LIBE	Committee on Civil Liberties, Justice and Home Affairs	link
AIDA	Special Committee on Artificial Intelligence in a Digital Age	link
DG Employment, Social Affairs and Inclusion	Commission Directorate-General for Employment, Social Affairs and Inclusion	link
DG Migration and Home Affairs	Commission Directorate-General for Migration and Home Affairs	link
UNITED NATIONS Agencies, funds and programmes of interest		
Shorthand name	Full title	Web
UNDP	United Nations Development Programme	link
UNFPA	United Nations Population Fund	link
UN-Habitat	United Nations Human Settlements Programme	link
UNICEF	United Nations International Children's Emergency Fund	link

WFP	World Food Programme	link
ILO	International Labor Organization	link
UNESCO	United Nations Educational, Scientific and Cultural Organization	link
WHO	World Health Organization	link
World Bank	World Bank	link
UNAIDS	Joint United Nations Programme on HIV/AIDS	link
UNHCR	United Nations High Commissioner for Refugees	link
UNIDIR	United Nations Institute for Disarmament Research	link
UNITAR	United Nations Institute for Training and Research	link
UNOPS	United Nations Office for Project Services	link
UN Women	United Nations Entity for Gender Equality and the Empowerment of Women	link
IOM	International Organization for Migration	link
OTHER ORGANISATIONS		
Shorthand name	Full title	Web
EWL	European Women's Lobby	link
Men Engage	Men Engage Alliance	link
OECD	Organisation for Economic Co-operation and Development	link
OSCE	Organization for Security and Co-operation in Europe	link

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